

Name:

SOUNDARYA.M

Career Objective:

To contribute to the organization's growth by being a team & result oriented person. To devote my Management skills for attaining the organizational goals and maximizing personal learning.

Personal Details:**Gender:** Female**Date of Birth:** 09/08/1999**Language Proficiency:** English, Tamil**Permanent Address:** 3/773,9th cross Bharathi nagar, Arasanatti, Mookandapalli, Hosur - 635126**Mail ID:** soundaryamurugan22@gmail.com**Contact No:** 8110086575**Specialization (Major):****Executive - Exports****Accountant****Education Qualification:**

| Course | Institute/College/School, Location | University/Board | Percentage | Year of Passing |
|--------------------|---|-----------------------|------------|-----------------|
| Graduation (B.com) | St. Joseph's college of arts and science for women,Hosur | Periyar University | 77% | 2020 |
| HSLC | St. Joseph's matriculation Higher Secondary school,Hosur | Tamilnadu State board | 93.9% | 2017 |
| SSLC | St. Joseph's matriculation Higher Secondary school, Hosur | Tamilnadu State board | 92% | 2015 |

Technical Skills:

- MS Office
 1. Word
 2. Excel
 3. Power Point
- Tally (Prime)

Work Experience:

- 1) **Name of Company:** FIRST STEPS BABYWEAR PRIVATE LIMITED
 - ❖ **Location:** Plot No.15 part and Plot 16, Sipcot Industrial Complex, Sipcot Phase - 1, Hosur - 635 126.
 - ❖ **Work Title: Executive- Exports**
 - ❖ **Period: 2021** (Dec) – **Till date** 1 year of experience.
 - ❖ **Job Description:** Preparation of Packing List in Excel, Invoice in CSL (KANDAREE software), Consignee documents, Updating Forwarder Cargo Receipt/BL, Updating Shipping Bills, FCR Draft Verification, Preparation of Customs Filing Documents, Followed up shipment details through mail from merchandiser.

- 2) **Name of Company:** PERFECT RUBBER PRODUCTS
 - **Location:** 2/253, Rajaji layout, Tank street, bederapalli, Sipcot post, Hosur-635126
 - **Work Title: Accountant**
 - **Period: 2020** (Dec) – **2021** (Dec) 1 year of experience.
 - **Job Description:** Creating sales invoices in tally, Entering vouchers like journal(RCM), E-way bill, purchase, payments and receipts in tally and also Recording transactions in ledgers manually, Managing office expenses (cash handling), checking the updates of purchase bills in GST portal, Maintained Purchase orders and outstanding creditors and debtors lists, Preparing quotations and responding to customers through mail, Preparing test certificates and Keeping track of dispatch Details.

Interests:

- Handi-Crafts
- Chart works

About Me:

I have practical knowledge in Billing sales invoices and entering vouchers in tally. I'm good in MS word, Excel, Microsoft PowerPoint and tally. I can work as a team and have leadership skill. I would like to learn more things at different positions.